



**FEDERAL WORK STUDY
STUDENT WORKER POSITION ANNOUNCEMENT**

JOB CLASSIFICATION/TITLE: **HR Office Assistant/Student Worker I**

DEPARTMENT: **Human Resources Office**

FILING DEADLINE: Open Until Filled

REPRESENTATIVE DUTIES:

- Serve as office receptionist; screen callers, take messages and forward calls to appropriate personnel, greet public as necessary; receive, process, sort, alphabetize and distribute mail; fed-ex/certified mail, provide routine information related to personnel and the application process, job openings and other information. Assist with archives.
- Perform other office support work related to the College human resources office; provide information regarding open positions, procedures and other related concerns.
- Type and distribute a variety of memos, forms, labels and other related duties.
- Maintain office supplies and compile employment packets. Keep copier, printer and fax machine full of paper.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Customer service skills (telephone, email, in-person)
- Proficiency with MS Office Software, and other office equipment

CONDITIONS OF EMPLOYMENT:

1. Must be eligible for CalWORKs Work Study.
2. Must be enrolled in a minimum of 6 units at Hartnell College each semester.
3. 10 -20 hours per week (Not to exceed 20 hours a week)
4. Salary range \$14.00 an hour.

APPLICATION PROCEDURE:

The following item must be completed by the filing date.

1. A completed Hartnell College Application for Student Employment on Campus form.
2. A schedule of your fall semester classes attached to your application.

Submit the completed application to Cristina Zavala
in the Human Resources Office, Building D or email: czavala@hartnell.edu